

100-236619
84-2661/19

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Internal Accounting and Administrative Control Directive

FROM:
Allen R. Elkins
Director of Finance
1212 Key Bldg.

EXTENSION

NO.

DATE

28 November 1984

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA
7D18 Hqs.

seen

29 NOV
1984

Ed:

2.

3.

CDA/PO

4.

5.

6.

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13.

14.

15.

Am sending back my certification relating to the Internal Accounting and Administrative Control Directive dated 26 November 1984. [] was extended until 1 January 1985 [] and the same with the [] On 23 October 1984, RPD/OIS was informed by OF that the Notices should remain in effect until publication of the corresponding regs. Proposed drafts of these regs have been circulated for concurrence and comment source time ago by RPD. OGC non-concurred with the drafts because they want to specify a requirement for a periodic review of vulnerability assessments. This is being worked out and will be resolved with OGC but most probably not until after 1 January 1985. Regardless of OGC's stand, OF's plan was not to publish regs prior to 1 January 1985 which would have changed substantially the reporting procedures.

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Note: The forms you sent out specify 1983, believe you want to change this to 1984.

STAT

DD/A Registry

84-2661/19

26 November 1984

ADPP 275-84

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1984 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

STAT